

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER: 11-148**

**SUBJECT:  
Procurement Agent, FSN-08**

**DATE:  
09/06/2011**

**OPEN TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

**POSITION:** Procurement Agent, FSN-08; FP-06\*

**OPENING DATE:** September 6, 2011

**CLOSING DATE:** **SEPTEMBER 25, 2011**

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \* Ordinarily Resident (OR): 26,735.00 USD p.a. (Starting Basic salary)  
(Position Grade FSN-08)

\* Not-Ordinarily Resident (NOR): 44,737.00 USD p.a. (Starting Basic salary)  
(Position Grade FP-06).

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual to fill the position of **Procurement Agent** in the **Office of Security Cooperation-Iraq (OSC-I)**.

## **BASIC FUNCTION OF THE POSITION**

Assists the supply non-commissioned officer in the accomplishment of ordering, receiving and issuing of expendable/non-expendable supplies and equipment. Responsible for writing/editing statements of work, gathering equipment specifications, collecting vendor estimates, and preparing/submitting Purchase Requests and Commitments (PR&Cs) for procurement of goods and services. Conducts market research and makes telephone inquiries to local firms to ascertain the availability and price of items. Reviews responses and prepares summaries and analyses, including a recommendation as to best offer, considering price, bidder's capability, and similar factors. Negotiates best price with vendors and ensures that the vendor can provide requested items which meet the required product specifications and further ensures delivery within reasonable timeframes. Maintains post records relating to purchases, files procurement documents and correspondence in accordance with office filing procedures.

## QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Education:** Minimum two years of College or University studies in business administration, finance, marketing, commerce, accounting, international trade, or law, is required. In the absence of College or University credits, three years of progressive responsible, job-related, professional-level experience may be substituted..

**2. Prior Work Experience:** Minimum three (3) years of procurement related experience involving responsibility for gathering equipments specifications, estimates, completing purchase requests, keeping track of purchasing tasks, and other purchasing-related contracts in an international or multinational organization as required.

**3. Language Proficiency:** Level 3 (Good Working Knowledge) Reading/Speaking/Writing English. Level 4 (Fluent) Reading/Speaking/Writing Arabic. **Language proficiency will be tested.**

**4. Knowledge:** Familiarity with Procurement roles and activities at international or government level. In-depth understanding of Government Procurement process, including coordination with vendors and contractors. Good knowledge of local market practices, capability and reliability of local suppliers.

**5. Skills and Abilities:** Must have strong interpersonal and negotiating skills. Ability to work independently and in a team environment. Must possess solid skills in MS Word, MS Internet Explorer, MS Excel, and MS Outlook, as well as a solid competency in general computer usage and Internet navigation. Good oral and written skills. Must be able to effectively liaise and coordinate in support of the assigned programs' purchasing and contracts.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidates specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e., Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to [BaghdadJobs@state.gov](mailto:BaghdadJobs@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/iraqis-jobs-opportunities.html>

**E-mails received without the appropriate subject line will not be considered.**  
**Your e-mail must state the vacancy title and vacancy announcement number in the subject line, for example: VA11-148 Procurement Agent – OSC-I**

**CLOSING DATE FOR THIS POSITION: SEPTEMBER 25, 2011**

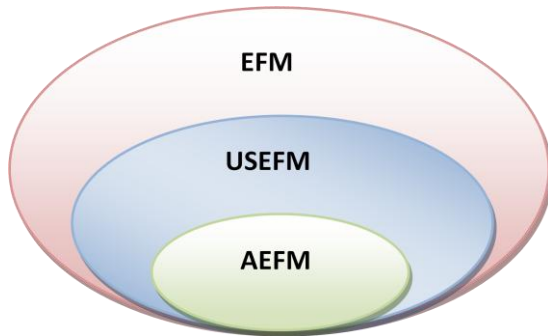
**The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

Approved: S/HRO/WDG  
Cleared : USFOSC-I/HRO/MIR  
Drafted : HRA/MM

## Appendix A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

# ***Vacancy Announcement***

**U.S. Embassy, Iraq**



<b>Announcement Number: 11-148</b>	<b>SUBJECT: Procurement Agent, FSN-08 Major Duties and Responsibilities</b>	<b>Opening Date: 09-06-2011  Closing Date: 09-25-2011</b>
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**25 % of time:**

Assists the Property Book Manager/Supply NCO in the ordering, receiving, and issuing of expendable/non-expendable supplies and equipment.

**25% of time:**

Responsible for gathering equipment specifications and preparing/submitting Purchase Request and Commitment (PR&Cs) requests for supplies and services in support of organizational requirements. Conducts market research and obtains a minimum of three quotes on the local and international market, and uses the Internet. Requests bids and/or quotes for local procurement of supplies, equipment, and services by letter, telephone, email.

**25% of time:**

Reviews responses and prepares summaries/analyses, including a recommendation as to best offer, considering price, bidder's capability, and similar factors. Negotiates best price with vendors and ensures that the vendor can provide purchase items which meet the required product specifications and further ensure delivery within reasonable timeframes.

**25% of time:**

Maintains various procurement files, such as items or services purchased, costs, delivery, product quality or performance, and inventories. Discusses defective or unacceptable goods/services with users, vendors, and others to determine source of trouble and take corrective action.